

22 January 1970

MEMORANDUM FOR THE RECORD

SUBJECT: HUNT, E. Howard

1. At the suggestion of the undersigned Mr. Hunt came in for a further review of his resume he had left in EEAB on 13 January 1970 at the time of Hunt's first visit with EEAB.

2. There was complete agreement between Mr. Hunt and G/EEAB that his resume could and should be redone to make the resume a better one by the inclusion of more information about Mr. Hunt. Specifically he was encouraged to revise his format; to clearly state his employment objective; to reduce the resume to one page; to compile his employment history listing his last employee first and in addition to give his home telephone number, reveal his marital status, number of dependents, reveal his D.O.B. and make some comment re his state of health.

3. Mr. Hunt stated he would rework his resume and in so doing, would consider including some of the suggestions made to him. Upon completion we would get together again. While he can use his present resume on "good friends" he readily admitted a revision would reflect a much better resume and should be done before following up on any job leads he might get from EEAB.

Chief  
External Employment Assistance Branch

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OP/RAD/EEAB, :dag (27 January 1970)